

**UCONN HEALTH CENTER  
JOB OPPORTUNITY  
PHARMACY MANAGER  
CORRECTIONAL MANAGED HEALTH CARE**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Farmington CT  
**Job Posting No:** 2015-802  
**Hours:** 8:00 am – 5:00 pm, Monday – Friday, 100% FTE  
**Salary:** Full Time Equivalent Salary: TBD  
**Closing Date:** Open Until Filled

In the Correctional Managed Health Care Program (CMHC), the Pharmacy Manager manages the day-to-day operations of the CMHC pharmacy which includes the administration, coordination and planning of unit services.

**Knowledge, Skills and Abilities:** Considerable knowledge and ability to apply management principles and techniques; extensive knowledge of the operation of an extended care pharmacy or outpatient facility; considerable knowledge of relevant Federal and State Laws; considerable communication (oral and written) and interpersonal skills; supervisory ability; knowledge of OSHA and DEA requirements; excellent computer skills; ability to analyze problems and effectively resolve issues; strong organization skills and time management abilities; understanding of accounting and cost accounting techniques.

**General Experience:** General Experience: Doctorate of Pharmacy (PharmD) or equivalent education and five (5) years pharmacy experience with at least three (3) years of the experience at a supervisory level.

**Substitution:** MBA may be substituted for one (1) year of the general experience.

**Special Requirements:** Incumbents in this class must possess and maintain a current State of Connecticut pharmacy license.

**Principal Duties and Accountabilities:** Administrative and Clinical: Plans and manages all administrative activities; provides back-up staffing for Pharmacists as needed; serves as a resource to the Executive Director of CMHC and the hospital Pharmacy Director on financial, human resources and other administrative matters including analysis, planning and strategy formulation; assists in the formulation of program goals and objectives; develops or assists in the development of related policies and procedures; interprets and administers pertinent laws; monitors and ensures operations compliance with state and federal regulations as mandated by the state Commission of Pharmacy, Drug Enforcement Agency, Food and Drug Administration and state Drug Control or other regulatory agency; maintains contacts with individuals both within and outside of the operations who might impact on program activities; provides interpretive information, advice and assistance to agency and other officials both in and outside of the organization regarding statutes, regulations, policies and procedures as they relate to pharmacy practice; administers and keeps records; complies and presents statistical and other data, reports, analyses and trends; monitors and reviews programs for quality assurance and quality control; disseminates pertinent drug information to staff and responds to drug information inquiries from staff and other health professionals; participates on CMHC medical and mental health pharmacy and therapeutics committees and/or represents the department at various meeting as requested.

Human Resources: Directs the staff and operations of the pharmacy administrative unit; plans and schedules work of staff, ensuring proper distribution of assignments; maintains an adequate staff service level by recruiting, selecting, orienting and training applicants; directs the department's participation in orientation of new staff; sets standards for staff performance and provides corrective feedback to achieve outstanding staff performance by counseling, disciplining and monitoring performance; conducts performance evaluations of staff within required time frames; meets department workload needs without excessive use of personnel or monetary resources; works with the Executive Director of CMHC and hospital Pharmacy Director to provide direction and set clear priorities, providing resources for staff to meet workload needs for the department; monitors and implements proficiency testing if necessary.

Fiscal: coordinates the development of annual budgets for the CMHC Pharmacy unit; monitors and reports on financial performance; recommends needed corrective action based on analysis; determines accuracy of distribution of labor,

materials and overhead charges and trace discrepancies to sources; compiles cost data for use in budget; analyze and evaluate all contracts, business proposals and special projects.

May undertake special assignments of a complex nature; maintains knowledge of current trends in pharmacy operations by attending educational sessions, reviewing literature and professional journals; performs other related duties as required; may be required to travel.

Work Schedule: 8:00 am - 5:00 pm, Mon. - Fri. This is a full-time salaried position with occasional off shift and weekend hours as required.

Salary: TBD

**Application Instructions:** Interested and qualified candidates who meet the above requirements please apply to: <https://jobs.uchc.edu> and reference search code 2015-802. Cover letter, resume and references may be uploaded at the time you apply on-line.

**UCONN HEALTH  
16 MUNSON ROAD  
FARMINGTON, CT 06032-4035**

*UCONN HEALTH is an affirmative action employer in addition to an EEO and M/F/V/PwD employer.*